



ARMY AGR LATERAL ANNOUNCEMENT



AMENDED 100819

Application Mailing Address: HUMAN RESOURCES OFFICE/AGR COLORADO NATIONAL GUARD 6848 S REVERE PARKWAY CENTENNIAL, CO 80112		Position open to females and males		ANNOUNCEMENT NUMBER: AGR # 071-10	
		Para/Lin: 015B/07 Security Clearance: Secret		OPENING DATE: 19 August 2010	CLOSING DATE: 18 September 2010
POSITION DESCRIPTION: Human Resource SGT 42A2O VICE: Gettler		GRADE: Maximum: E-5 Minimum: E-5		OPEN FOR FILL: <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
UNIT OF ACTIVITY: 89 th Troop Command 5275 Franklin St Denver, CO 80216				TYPE OF POSITION <input type="checkbox"/> COANG <input checked="" type="checkbox"/> COARNG	
MILITARY ASSIGNMENT: 89 th Troop Command 5275 Franklin St Denver, CO 80216				EVALUATION FACTORS USED: Review of individual applications and Personal interviews.	

AREA OF CONSIDERATION: Open to current AGR members of the COARNG in the Grade of E5. AGR Soldiers within the first 18 months of their initial AGR tour or within the 24 month stabilization must include an approved exception to policy with the application. Must become MOSQ within one year of hire. Must be able to obtain a security clearance and have a valid driver's license. **PCS funds subject to availability.** Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and be in compliance with DA PAM 611-21. Applicants need to submit items # 1-6.

APPLICATION DOCUMENTATION

(Qualified applicants must submit applications as described below to the address in the upper left hand corner of this announcement.)

1. **NGB 34-1** must be complete with original signature.
2. Photocopy of last 5 **NCOERs**.
3. Certified true copy of **DA 2-1** or **ERB** (each sheet must be certified with original signature of unit administrator or MILPO)
4. Personnel Qualification Record (**PQR**) (National Guard applicants only)
5. Copy of latest **APFT** Scorecard (**DA 705**) (must be less than 12 months old). Profiles must be attached if applicable. Soldiers on a **temporary profile** are **NOT** eligible to enter the AGR program.
6. Copy of **DMA Form 76** (Individual Record of Ht-Wt) completed within the last 12 months, if not annotated on DA 705.
 - Must have a **DD 5500** or **5501-R (Female)** attached if body fat content test required.

Applications without all required supporting documents will be returned without consideration. US Government postage and envelopes may **NOT** be used for submitting applications. Qualified applicants will be contacted by the selecting supervisor or his/her representative for interviews. After the board recommendation is approved by the EO and HRO, the Board President or his/her representative will contact all applicants to notify them of selection or non-selection. This office will also confirm selection or non-selection by memorandum.

AGR questions: SFC Nitz at angela.nitz@us.army.mil
POC for Announcement: MSG Urbas @ 720-250-2714

PRIMARY DUTIES AND RESPONSIBILITIES:

Administrative NCO

Serves as 89th Troop Command's primary PSDR Specialist (inputs SIDPERS transactions; understands, processes and tracks iPERMS documentation). Serves as the primary RAPIDS Operator issuing ID cards to Soldiers and dependents. Processes and tracks awards. Verifies correctness of numerous administrative forms i.e. DD 93, SGLVs, DA 4836, DA 5960. Understands Enlisted Promotion System to include NGR 4100-1-Rs and documentation supporting promotion points. Applies knowledge of administrative Manuals/PAMs/Regulations to include, but not limited to, Unit Level Finance Procedures Manual, COARNG PAM 600-8-19.

AR 25-50, AR 600-8-2, AR 600-8-19, AR 600-8-22, NGR 600-200. Performs duties of Postal/Mailroom Attendant. Assists with SRPs. Attends various working groups. Serves as TRICARE Specialist for 89th Troop Command. Performs miscellaneous duties as assigned.

MOS 42A--Human Resources Specialist (HR Sp), CMF 42

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per MARKS. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties.

b. *Physical demands rating and qualifications for initial award of MOS.* Human resources specialists must possess the following qualifications:

(1) A physical demands rating of moderately heavy.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

Minimum Eligibility Criteria:

Must meet requirements as stated in the "Areas of Consideration". Must be able to serve at least 3 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-501 chapter 3. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not currently have a Suspension of Favorable Personnel Actions (FLAG) Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal Civil Service annuities (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG). Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG).

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.